



# **Headquarters Policy Flash**


**FLASH 2002-41**

DATE: December 20, 2002  
TO: Procurement Directors  
FROM: Office of Procurement and Assistance Policy, ME-61  
Office of Procurement and Assistance Management

SUBJECT: **Revisions and Additions to the Department of Energy (DOE)  
Acquisition Guide -**

- Chapter 7 - Acquisition Planning
- Chapter 71 - Headquarters Review of Contract and Financial Assistance Actions

SUMMARY: An addition to the DOE Acquisition Guide, Chapter 7 "Acquisition Planning", has been made as well as a revision to Chapter 71 "Headquarters Review of Contract and Financial Assistance Actions" of the Guide.



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■ **Chapter 7 - Acquisition Planning**

The Federal Acquisition Regulation (FAR) Part 7 requires agencies to perform acquisition planning and conduct market research (see FAR Part 10) for all acquisitions. This planning is to promote and provide for acquisition of commercial items and to obtain full and open competition whenever possible. The benefits of timely and sound acquisition planning are numerous and include timely award of the contract, improved regulatory and procedural compliance, and improved delivery of program needs.

This new chapter addresses acquisition planning requirements by providing guidance on:

- the need for acquisition planning and formal acquisition plans;
- review and approval levels for acquisition plans;
- procedural matters not specifically addressed in Part 7 of the Federal Acquisition Regulation; and
- special areas of interest to DOE's procurement needs.

**Note:** This chapter does not try to duplicate the guidance on how to perform acquisition planning or what the documentation requirements are as these are contained in the referenced regulations. In addition, this chapter provides an extensive reference section on regulations and guidance relating to acquisition planning.

Questions concerning this Acquisition Guide Chapter should be addressed to Mr. Thomas Brown at (202) 586-9075 or via e-mail at [thomas.brown@pr.doe.gov](mailto:thomas.brown@pr.doe.gov)

■ **Chapter 71 - Headquarters Review of Contract and Financial Assistance Actions**

Currently, Acquisition Guide Chapter 71, Headquarters Review of Contract and Financial Assistance Actions, sets out broad requirements for obtaining Headquarters Business Clearance review and approval for award documents and solicitations exceeding the delegation authority assigned to the Head of the Contracting Activities. As a result of changes in business practices, both at Headquarters and the Field, and new organizational alignments, there is a need to provide more information and greater structure to the Headquarters Business Clearance process.

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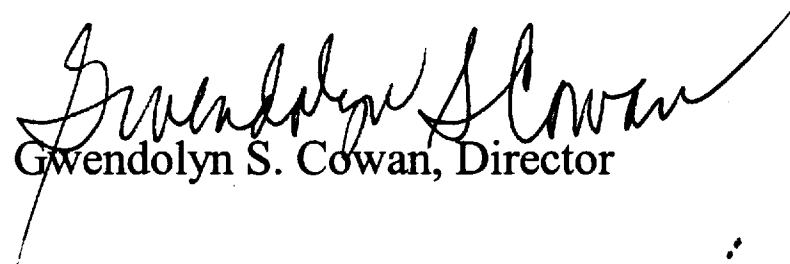
This revised chapter, which replaces the current coverage in its entirety, provides procurement, program, and other personnel involved in the review and approval process, a comprehensive discussion of the documentation required to be submitted and the scope of the Headquarters review and approval process. This discussion should help to allow for a more efficient and effective Headquarters Business Clearance review and approval process, thereby reducing lead-times associated with receipt of final Headquarters approval and allowing Contracting Officers to better predict lead-times for acquisition planning purposes.

This new chapter provides:

- a more succinct discussion of the clearance process;
- a more expansive identification of the types of actions that may be submitted for clearance review;
- requirements for supporting documentation; and
- a general scope of the Office of Contract Management's review.

*Since the comments from the Procurement Directors were received, a new section has been added to the guide chapter entitled "Special Considerations for Delivery Orders."*

Questions concerning this Acquisition Guide Chapter should be addressed to Mr. David Leotta at (202) 586-1227 or via e-mail at [david.leotta@hq.doe.gov](mailto:david.leotta@hq.doe.gov)

  
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